



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Receptionist and Constituent Services Representative Administration Division

Responsibility: The Constituent Services Representative is responsible for communicating the actions of the Attorney General in a customer focused environment.

Duties:

- Field, manage, and keep detailed records of all constituent communications
- Check guests in for office visits
- Communicate actions of the Attorney General in a customer focused environment
- Maintain a detailed understanding of current state and federal legislation and government agencies
- Provide weekly reports to the Deputy Chief Administrative Officer of communication with constituents
- Research projects as assigned by Deputy Chief Administrative Officer or Executive Assistant
- Other duties assigned

General Required Job Skills, Knowledge and Abilities:

- Minimum 4-year Bachelor's Degree from an accredited university
- Exceptional written and verbal communications
- Responsible for having a broad understanding of current events
- Detailed knowledge of local, state and federal government
- Keep abreast of state and federal legislation that impacts constituents
- Ability learn new concepts quickly
- Able to handle stressful situations